



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MITIGATION SPECIALIST I

Job Number: 20001899

Job Code: 98660V150516

Job Group: 9800 - LAW

Job Established: 04/01/1995

Job Revised: 04/16/2007

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level work in developing and presenting mitigating circumstances for defendants charged with or convicted of a death penalty crime. Conducts interviews and investigation necessary to develop social histories; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with EITHER a bachelor's or a master's degree in social work, psychology, counseling, paralegal studies, law enforcement or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

Graduate of a college or university with an associate's degree in one of the above or related areas supplemented by two years of experience in performing work relating to the collection of data used in compiling information for legal professionals in developing background information for cases.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learns to interview clients, their family and others in order to reveal mitigating circumstances contributing to the defense of the client. Learns to prepare meaningful, concise and accurate reports. Defines problems and collects and classifies data. Establishes facts and draws valid conclusions. Works closely with the client's entire defense team in order to gain new insight and direction throughout the trial, appellate and/or post-conviction phases of the case.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting, but incumbents will be required to travel to correctional facilities and to other settings throughout the state in order to gather pertinent information.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.